

PACIFICA GRADUATE INSTITUTE

Ph.D. Clinical Program

Checklist for Beginning a Practicum or Internship

- _____ Completed Site Proposal/Site Description form
- _____ Proof of student liability insurance (individual) is mandatory
 - Please note that the insurance application takes from 4-8 weeks to complete and proof of insurance must be in place prior to accruing hours at a site. Send a copy of the policy face-sheet as soon as it is available. Site insurance is optional, mail proof of site insurance if applicable.
- _____ Curriculum Vitae of primary supervisor
- _____ Signed Memorandum of Understanding (MOU or Contract)
 - ❖ Once the first three items above are on file with the Director of Training, a Memorandum of Understanding (MOU) between Pacifica and the proposed site will be mailed to the student. Upon the Director of Training's receipt of the signed MOU, the student will receive a Site Acceptance form, which states the date the student may begin accruing hours.

Hours may not be accrued until all of these steps have been completed by the student and approved by the Director of Training.